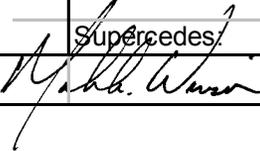


POLICY & PROCEDURE		
 D·U·L·U·T·H	Take-Home Use of City Vehicles	
	Supersedes:	Effective: August 1, 2004
Approved:		Page 1 of 1

The City of Duluth is committed to the efficient use of City-owned vehicles for the benefit of its citizens. In those cases where allowing employees to commute to and from work in City vehicles results in better customer service, especially for the purpose of emergency response, employees may be assigned a City vehicle for commuting purposes. To establish uniform practices in the use of assigned vehicles, the following provisions and procedures have been adopted.

Employees may be assigned vehicles for commuting purposes **only** when the following criteria are met:

1. The employee meets one of the following:
 - a. FLSA-exempt
 - b. Public Works & Utilities employee assigned to standby duty under the collective bargaining agreement
 - c. Employee's job includes a primary emergency response function
 - d. Other employees on occasion, when directly assigned by the department director and approved by the Administrative Assistant

2. The "home" to which vehicles may be taken must be:
 - a. within 25 miles of the Public Works and Utilities Garfield facility for employees on standby duty who may need to respond to gas line emergencies.
 - b. within the City limits for all other employees.

3. The need to respond to a work-related event from home outside of normal work hours occurs on an average of twice a week, **except** when the job may require response to a fire scene, crime scene, gas line emergency or other situation which threaten human life.

4. The City vehicle may only be used for the following purposes:
 - a. To conduct official City business.
 - b. To commute from work to home and home to work. **Employees are prohibited from using City vehicles for personal purposes.**

Procedure:

1. When the above conditions are met, the Department Director may authorize an employee to use a City vehicle for the purpose of commuting to and from work.
2. Employees who are authorized to take home City vehicles must complete a [Special Use Request Form](#) to apply for take-home use of City vehicles. This request must be approved by the Department Director and the Administrative Assistant.
3. The employee must send the completed, approved form to Fleet Services and send copies to the Auditor's Office and to the Payroll Manager.
4. For each month the employee uses a City vehicle for commuting purposes, s/he must complete a [Vehicle Travel Data Form](#) and submit it to the City Auditor. Questions about the appropriate reporting method should be directed to the City Auditor.